

Emergency Management and Homeland Security Division Administrative Information

The Michigan State Police Emergency Management and Homeland Security Division's (EMHSD) mission is to enhance public safety by improving Michigan's ability to protect, prepare for, respond to, and recover from all threats, emergencies and disasters that may face our communities. One of the main steps of preparedness is the education of emergency managers and their programs in an "all hazards approach."

More than 20 years ago EMHSD developed the Professional Emergency Manager Designation, (PEM) to meet the needs of professionals to become leaders in emergency management. The nationally recognized training curriculum is comprised of classroom discussions and activities, case studies, best practices, networking, web-based programs and current guidance. In a post-Katrina and post-September 11 world, courses are continuously being modified to meet the changing needs of emergency managers.

Professional Emergency Manager's (PEM) Certificate of Recognition

Eligibility

The Professional Emergency Manager's (PEM) curriculum encompasses three elements: Independent Study (IS) courses, classroom delivered courses and evaluation. To be eligible for the designation of "Professional Emergency Manager," candidates are required to successfully complete 16 independent studies, 13 classes, reading material and a written examination.

Classroom courses frequently include prerequisites, which might consist of other classroom courses, reading materials or Independent Studies. (Please see the individual course descriptions for further details).

Requirements

Independent Study Programs

Department of Homeland Security's Homeland Security Exercise and Evaluation Program (HSEEP)

- IS-I20.A Introduction to Exercises
- IS-130 Exercise Evaluation and Improvement Planning

Federal Emergency Management Agency's (FEMA)

- IS-1: The Emergency Program Manager.
- IS-7: A Citizen's Guide to Disaster Assistance
- IS-100 Introduction to the Incident Command System
- IS-139 Exercise Design
- IS-230 Principles of Emergency Management
- IS-235 Emergency Planning
- IS 244: Developing and Managing Volunteers
- IS-240 Leadership and Influence
- IS-241 Decision Making and Problem Solving
- IS-242 Effective Communication
- IS-275 The Emergency Operation Center 's Role in Community Preparedness
- IS-393: Introduction to Mitigation
- IS-700: National Incident Management System (NIMS) *(if available)*
- IS-800: The National Response Plan (NRP)

EMHSD Classroom Courses

(Courses with an * indicate a prerequisite, see course descriptions)

- G-139: Exercise Design & Development
- G-130: Exercise Evaluation and Improvement Planning* (*previously Design and Evaluation were combined, the courses have been revised and are now separate*)
- G-191: Incident Command System/Emergency Operations Center Interface*
- G-230: Introduction to Emergency Management*
- G-235: Emergency Planning Course*
- G-240: Basic Skills-Module 1 (Crisis Leadership) *formerly called Leadership & Influence**
- G-241: Basic Skills-Module 2 (Decision Making in a Crisis)*
- G-242: Basic Skills-Module 3 (Effective Communications)*
- G-244: Developing Volunteer Resources*
- G-290: Basic Public Information Officers Workshop
- G-385: Disaster Response & Recovery Operations*
- G-619: Damage Assessment
- G-626: Hazard Mitigation Comprehensive Plan Interface*

The Department of Homeland Security's Independent Study Programs

The DHS Independent Study (IS) courses are free and taken online. The exercise courses are located at the Homeland Security Exercise and Evaluation Program (HSEEP) website, located at <https://hseep.dhs.gov/>. All other courses are on FEMA's Emergency Management Institute (EMI) website, located at <http://training.fema.gov/IS/crslist.asp>. Most courses can be completed in about four hours and can be taken 24 hours a day. Upon successful completion of the course and final examination, the student is awarded a certificate. *Please retain all certificates.*

Note: Students are strongly encouraged to take all required IS courses before beginning classroom training.

Additional Independent Study Information:

1. Due to the evolving environment of Emergency Management and Homeland Security, ***courses may be added, changed or dropped*** from the federal website. To be eligible for a PEM designation, students must complete all courses listed when available.
2. Upon completing all required FEMA IS courses, the student will automatically become eligible for the Department of Homeland Security's Professional Development Series (PDS) and will be awarded a certificate. (See additional information on the PDS Program, located on page 7.)
3. If you have already received your PEM Designation, taking Independent Studies are a popular method to meet the annual training requirement.

Optional IS Courses

There are many more IS courses in addition to those required for the PEM. The optional courses are an excellent source for basic and new disaster preparedness and planning information and can be incorporated into presentations for citizens, media and public officials. Please see the attached list, or check the EMI website.

EMHSD Training and Exercise (T&E) Classroom Courses

Most EMHSD classroom courses are offered in Lansing, unless otherwise noted. Courses taught in the field are referred to as "outreach," and are a direct result of an expressed need by a local emergency management program. Students can take courses either in Lansing or statewide. Classroom space is limited, so **candidates are strongly encouraged to apply early**. EMHSD classroom courses consist of instructor lead discussions, group activities and case studies. Most courses are taken directly from current events and stress "lessons learned" from Michigan's threats, emergencies and disasters.

Classroom Course Information

Most classroom courses carry prerequisites. The Training and Exercise Section (T&E) has shortened the class time of many courses. In lieu of class hours, students are required to take Independent Studies. The Independent Studies cover basic concepts and class time focuses specifically on elements of Michigan's Emergency Management System. *Prior to class, students are required to complete all pre-course activities.* Please check the course description for requirements.

➤ Acceptance

- Students will be notified if they have been accepted three weeks prior to class by letter or e-mail. **Please check the acceptance letter for all course information and requirements.** If the class is full, students will be put on a waiting list.
- Every course has a course manager, who approves course design, material content, and instructors and participant's acceptance. (See the policy for more information.)

PEM Evaluation System (PEM Examination)

To achieve the Designation of a Professional Emergency Manager, participants must complete all courses (both IS and classroom) and will be evaluated by a comprehensive written examination. To pass, all applicants must successfully achieve a 75 percent or higher. It is offered twice a year in January and September. (See the course schedule for specific dates.)

➤ Examination Administration Information:

1. *All eligible PEM applicants wishing to take the examination must submit a written request to take the exam 30 days PRIOR to the test day to the Training & Exercise Section (T&E).* The T&E section will then send a form to be completed showing that the training requirements have been completed.
2. After taking the test, all students will be notified by letter about the results. If a student passes, they will be awarded the designation of a Professional Emergency Manager (PEM).
3. **PEM Study Groups-** In past years, students have set up study groups to better prepare themselves for the examination. This is a great way to review as the volume of materials and concepts are extensive. EMHSD encourages students to use study groups, however, the division does not conduct them.

EMHSD Course Policy Changes

Effective October 1, 2007

- Classes will only be held if at least 15 people are enrolled.
- Class size is limited to 50 people. *Outreach training may waive this requirement- please contact the course manager.*

NOTE: *Register early, classes fill quickly.*

- Acceptance letters-EMHSD will send letters (or e-mails) of acceptance to all students admitted in the class. **Please read the letter carefully**, as course prerequisites, student instructions, location, times and a map will be included.
- Due to high demand for training, EMHSD has an acceptance priority system (at the discretion of the course manager). Contact the T&E Section for more information. The normal acceptance order is:
 1. Local EM coordinators and their support staff.
 2. EMHSD staff, state agency coordinators and their support staff.
 3. Those indicated as a "target audience."
 4. Emergency 1st responders (dispatch, fire, police, EMS, public works, etc.).
 5. Other individuals currently pursuing their PEM (private sector participants).
 6. Date when the application was received by the T & E Section.
 7. New enrollees in the program not included in the above numbers 1, 2, 3 or 4.

NOTE: *Individuals who do not show up for class and do not call to cancel are moved to the bottom of the list.*

- Student cancellation- Please contact the T&E Section if you need to cancel out of a class. *Failure to do so will jeopardize your subsequent class admission.* Please call (517) 333-5034.
- Classes that are over-enrolled will have a waiting list. Individuals are put on the list according to the acceptance procedure. (See above.) As spaces open, individuals will be taken off the waiting list and accepted.
- Lodging and meals are **not** provided. In most training facilities, coffee and refreshments may be brought to class by students; many facilities offer beverages for purchase.
- Class credit- To be eligible for the certificate and accreditation toward your PEM, **you must be present for the entire duration of the class.** If you are unable to make a portion of the class, do not enroll and take another person's slot.
- Classes start promptly at 9 a.m. (first day), 8:30 a.m. (succeeding days) and end at 4 p.m. **NOTE:** Due to the volume of material covered, it is critical to be on time for the beginning of the day, after breaks and after lunch.
- EMHSD makes every attempt to conduct courses, but occasionally must cancel classes due to inclement weather, disaster activity, etc. If the course must be cancelled, the course manager or someone from the T&E Section will contact all enrolled participants prior to the class and will reschedule at a later date. If class is cancelled the morning of the class, a message will appear on the course manager's voice mail. The course manager's phone number appears on the acceptance letter.
- Dress code (unless specifically noted) is business casual.
- Class materials- Student manuals, handouts, etc. will be provided by EMHSD, unless otherwise noted. (Some courses may require students to bring additional materials, e.g. local plans.) *Please check your acceptance letter.*
- Students coming to class are expected to provide their own note-taking tools.
- Participants who wish to "waive" courses must supply a written request to the PEM Board for consideration.

Non-Scheduled Training Requests

(Outreach training, Field Workshops and Public Officials Conferences)

EMHSD attempts to honor local requests for specific training to meet a community's needs *as staff availability, budgets and schedules permit*. All training requests must be submitted 90 days prior to the training dates and submitted to the State Training Officer for approval. Examples of training include, but not limited to:

- Public Officials Conferences-Business/Senior Officials
- EMHSD Courses- full or modified (e.g. Damage Assessment, Exercise Design, or Public Information Officers Workshop, etc.)
- Local or Regional Workshops
- Classroom held Independent Studies
- Specific topic area presentations
- Conference or meeting presentations
- Exercise seminars, workshops or other exercise activities

Logistical Information for Outreach Training

The entity requesting training must "sponsor" training by providing:

- A training site/facility that is conducive to training
- Specific course materials and equipment requirements- contact course manager for details
- Register and track the number of participants
- Refreshments or meals as needed

Please contact the T&E Section for more information.

In addition to EMHSD's training tracts and courses, other training is available for emergency professionals. The Emergency Management Institute of FEMA offers classroom training as well as Independent Study Courses. There are many different training tracts, but some of the most popular are the Professional Development Series (PDS), the Advanced Professional Series (APS) and the Master Exercise Practitioner Program (MEPP). Courses are taught at the National Emergency Training Center (NETC) in Emmitsburg, Maryland or at the Noble Training Center in Anniston, Alabama. Some of the more popular tracts are outlined below, but please consult the website at <http://training.fema.gov/> for more information.

The Professional Development Series (PDS)

The Professional Development Series (PDS), offered through the Department of Homeland Security, Federal Emergency Management Agency (FEMA) includes seven independent study courses that provide a well-rounded set of fundamentals for those entering into the emergency management profession. Many students build on this foundation to develop their careers.

Students who complete all of the courses will receive a PDS Certificate of Completion. The courses, in recommended order of completion, are:

- IS230 Principles of Emergency Management
- IS235 Emergency Planning
- IS242 Effective Communication
- IS241 Decision Making and Problem Solving
- IS240 Leadership and Influence
- IS244 Developing and Managing Volunteers
- IS139 Exercise Design

The courses are self-paced independent studies and each takes between 1-4 hours to complete. After working through the material, students are required to take a final exam. Passing score is a 75 or higher. When a

student has completed all courses, the Independent Study Program Office automatically sends a Certificate of Completion directly to the student.

Note: All courses in the PDS series are required for the Professional Emergency Manager (PEM) Designation.

Master Exercise Practitioner Program (MEPP)

Master Exercise Practitioner Program (MEPP) was designed to recognize those individuals who have completed prescribed training and demonstrated, through hands-on application, a high level of professionalism and capability in the arena of emergency management exercises. This program specifically is directed at improving the capabilities of emergency management personnel involved in all aspects of emergency management exercises. Through the improvement of the knowledge, skills and abilities of involved personnel, the quantity and quality of exercises conducted at the local, tribal, State and Federal levels of government can be improved.

MEPP is a resident program; students must take classes at FEMA campuses. Courses are taught at the Emergency Management Institute (EMI) located in Emmitsburg, Maryland and Noble Training Center located in Anniston, Alabama.

Target Audience

MEPPP eligibility is open to emergency managers, emergency services personnel from fire, emergency medical, hospitals, public/environmental health, coroners, law enforcement, corrections officials, public works/utilities, community service/volunteer agencies, and private entities who participate in emergency services/emergency management exercise development, control/simulation, and evaluation teams and/or who manage exercise programs.

Prerequisites

Applicants must complete the following independent study courses:

IS-120A An Introduction to Disaster Exercises, available at <https://hseep.dhs.gov>

IS-139 Exercise Design, available at <http://training.fema.gov/IS/crslist.asp>.

Once prerequisites are completed, applicants must complete and submit an application package. For more information on how to fill out the application, please visit <http://www.training.fema.gov/emiweb/cec/emiopt.asp>.

MEPP Program Completion

Upon completion of the Master Exercise Practitioner Series, the MEPP candidates will be awarded EMI Master Exercise Practitioner certificate.

Advanced Professional Series (APS)

FEMA offers a training tract that stresses the ability to perform essential disaster work. This series of courses offer “how to” training focused on practical information. It emphasizes applied skills in disaster operations, building on Professional Development Series management and coordination skills.

The original Advanced Professional Series (APS) course lineup was established five years ago and was updated in 2004 to motivate and challenge students to continue emergency management training. Courses address top skills for performing emergency management and disaster duties. All APS courses are classroom courses, either offered through the Emergency Management Homeland Security Division, or the Emergency Management Institute, located in Emmitsburg, Maryland. **There are no independent study courses in APS.**

Required Courses

- EOC Management and Operations, G275
- Incident Command System/Emergency Operations Center Interface, G191
- Rapid Assessment Workshop, G250.7
- Recovery from Disaster, the Local Government Role, G270.4
- Mitigation Planning Workshop for Local Governments, G318

Elective Courses (choose any 5)

- Donations Management Workshop, G288
- Multi-Hazard Emergency Planning for Schools, G362
- Emergency Planning and Special Needs Populations, G197
- NIMS Resource Management, IS-703
- Debris Management, G202
- Mass Fatalities, G386
- Exercise Program Manager, G137
- Flood Fight Operations, G361
- Emergency Management Operations Course for Local Governments, G110
- Homeland Security Planning for Local Governments (formerly Terrorism Planning), G408
- Community Mass Care Management, G108
- Evacuation and Re-entry Planning, G358
- Basic Public Information Officers, G290
- Hazardous Weather and Flood Preparedness, G271 or Anticipating Hazardous Weather and Community Risk, IS271
- Warning Coordination, G272
- Advanced Incident Command System, G400

Note: There have been several curriculum changes in the past year, please consult the website for further information at <http://www.training.fema.gov/emiweb/APS/>

FEMA Independent Study

Courses are found at <http://training.fema.gov/IS/crslist.asp>

Homeland Security Exercise and Evaluation Independent Study Courses

Courses are found at <http://209.176.175.84/betaHome.htm#>

If You Are New To the Profession of Emergency Management And Homeland Security...

How do you begin? What courses should you take first?

Entering the evolving field of Emergency Management and Homeland Security may seem daunting, so the Emergency Management and Homeland Security Division (EMHSD) Training and Exercise Section (T&E Section) seeks to provide participants with some hints for professional excellence. A good place to start is by enrolling in government programs, one at the federal level and one at the state level.

Recommended Steps

1. First, take the Department of Homeland Security's Independent Studies Professional Development Series (PDS) that is offered through the Federal Emergency Management Agency (FEMA) and the Homeland Security's Exercise and Evaluation Program (HSEEP) courses. These independent studies will give you a basis of core concepts and definitions in the field. Both independent study programs are web-based, self paced, computer courses. They allow the student flexibility in completing the training 24 hours a day. The FEMA materials are available at <http://training.fema.gov/EMIWeb/IS/> and the HSEEP Program at <https://hseep.dhs.gov/>.

Required Courses:

- IS-1: The Emergency Program Manager.
 - IS-7: A Citizen's Guide to Disaster Assistance
 - IS-100 Introduction to the Incident Command System
 - IS-120.A Introduction to Exercise Design (HSEEP Course)
 - IS-139 Exercise Evaluation and Improvement Planning (HSEEP Course)
 - IS-230 Principles of Emergency Management
 - IS-235 Emergency Planning
 - IS-240 Leadership and Influence
 - IS-241 Decision Making and Problem Solving
 - IS-242 Effective Communication
 - IS-244 Developing and Managing Volunteers
 - IS-275 The Emergency Operation Center's Role in Community Preparedness
 - IS-393: Introduction to Mitigation
 - IS-700 National Incident Management Systems (NIMS) (if available)
 - IS-800 The National Response Plan
2. After completing the IS courses, start taking the courses in the Emergency Management and Homeland Security Division's Professional Emergency Manager's Designation Program (PEM). The PEM program builds on the Independent Studies and will further acquaint professionals with Michigan's systems, laws and standards. (The PEM program requires all PDS courses and some HSEEP Independent Studies as a prerequisite for many courses.) Additionally, these classes will offer participants the opportunity to meet experts and connect with colleagues in Emergency Management from a variety of disciplines that are an integral part of Michigan's system.

The Training and Exercise Section (T&E Section) recommends entry level personnel take training in the following order:

- Introduction to Emergency Management (**take this first if possible**)
 - Emergency Planning
 - Damage Assessment Workshop
 - Basic Skills-all modules (1,2 & 3)
 - Exercise Design and Development
 - Exercise Evaluation
 - Incident Command /Emergency Operations Interface
 - Hazard Mitigation Comprehensive Plan Interface
 - Basic Public Information Officer's Workshop
 - Developing Volunteer Resources
 - Disaster Response and Recovery Operations (**should be last course taken**)
3. Frequently check the EMHSD website for new offerings and information. Courses are also offered at the Emergency Management and Homeland Security Training Center for first responders, health professionals and others. For more information visit <http://www.hazems.org>.
 4. EMHSD hosts two conferences, the Homeland Security Conference in April and the Summit Conference in October. The conferences are an excellent educational opportunity and a great chance to network with colleagues.
 5. Other trainings are offered through Federal Emergency Management Agency and Department of Homeland Security. This includes many other Independent Studies and resident courses. Contact the T& E Section or visit the website for information.
 6. Many local emergency management programs offer specific community training. Contact your local emergency manager; the listing is available on the EMHSD website at <http://www.michigan.gov/EMHSD>.
 7. The Red Cross offers community specific workshops, exercises and courses. Red Cross information is available at <http://www.redcross.org> or contact your local chapter.
 8. Become a member in one of the professional associations in Emergency Management. For a list of associations, consult the Internet or call the T&E Section. One popular professional association is the Michigan Emergency Manager's Association, located at <http://memaonline.org/>.
 9. Consider a degree or graduate degree program in Emergency Management or Homeland Security. Contact the T&E Section for information or visit FEMA's Higher Education Project at <http://training.fema.gov/EMIWeb/edu/>.
 10. Become trained in Community Emergency Response Teams (CERT), which are local citizens trained to help their community in times of crisis. For more information, see the course description.
 11. Volunteer in the local community. Private citizens are needed by local emergency management programs for a variety of emergencies, exercise tasks and daily duties. Volunteering gives valuable work experience and skills in the complexities of managing large scale events. It also helps to build relationships with the agencies used in disasters and emergencies.

Statewide Exercise Initiatives

As the State Office of Emergency Management and Homeland Security, the Division encourages all levels of government and the private sector to conduct exercises, through guidance, training and grants. Exercise activities are a great training tool to prepare the community for disaster events by:

- revealing planning weaknesses
- revealing resource gaps
- clarifying roles and responsibilities
- building the confidence of emergency professionals
- improving coordination
- testing plans in a “live” situation
- enhancing community capabilities
- helping formulate public policy on readiness
- satisfying grant and program requirements

Exercises are being conducted statewide throughout the year. If you are interested in what your local community is doing, contact your emergency manager. The listing of emergency management programs is located on the EMHSD website at <http://www.michigan.gov/emhsd>.

Specific Training

EMHSD develops training for specific events and audiences. The T&E Section is continually developing courses for state agencies and Emergency Operations staff members to better prepare the State for disasters and emergencies. These courses are specific to the needs of the staff and are by “initiation only.”

E-TEAM Training http://www.michigan.gov/msp/0,1607,7-123-1593_33474_33479-108752--,00.html

Board of Registration for Professional Emergency Managers (PEM Board)

The PEM Board is an appointed body (designated in the Administrative Rules of the Michigan Emergency Management Act, P.A. 390, as Amended) that serves the Division to register all PEM's and assist with training design, development and curriculum policies and strategies. The Board is a collaborative five member body comprised of EMHSD personnel and appointed local emergency managers. For more information on the Board, please contact the T&E Section.

Annual Training Requirements for PEM's

Once the designation has been received, all PEM's are required to complete 24 hours of approved training annually to keep the designation. An annual training form documenting this training *must be submitted by January 31* each year.

This training may consist of:

- Emergency Management and Homeland Security Division courses & workshops
- Independent Studies
- Local workshops and exercise activity
- University/college courses
- Professional development (e.g. computer classes)
- Attendance and participation in conferences in Emergency Management and Homeland Security
- Other activities, if approved by the T&E section

Note: Actual time served in disasters/emergencies is ineligible. If you are unsure whether training is eligible, please contact the T&E Section.

Award Criteria for Professional Emergency Manager of the Year

Each year the Emergency Management Homeland Security Division will honor one professional Emergency Manager (PEM) who has contributed distinguished service to the profession. The Professional Emergency Manager of the Year Award is presented to the individual who has demonstrated professionalism in one or more of the following areas:

- Advancement of the emergency management profession through training or administration;
- Development of an innovative concept in emergency management planning or operations;
- Outstanding contributions in the field of emergency management, including application of emergency management techniques or principles;
- Valuable contributions through research, and successful adaptation of research findings to a practical emergency management situation;
- Implementation of a difficult emergency management program through perseverance in its development and promotion; and/or
- Development of activities or programs that have been effective in addressing emergency management needs through the implementation of innovative, practical and balance solutions.